

4.16 SOLICITATIONS (POSTING MATERIALS)

A. Purpose

The County prohibits the solicitation, distribution and posting of materials on or at County property by any employee or non-employee, except as may be permitted by this policy. The sole exceptions to this policy are activities supported by the County and County-sponsored programs and charitable causes (e.g. Girl Scout cookies) with approval from the Board of Commissioners or their designee.

B. Provisions

1. Non-employees may not solicit employees or distribute literature of any kind on County premises at any time without approval from the Board of Commissioners or their designee;
2. Employees may only admit non-employees to work areas with management approval or as part of a County-sponsored program. These visits should not disrupt workflow;
3. Employees may not solicit other employees during work times, except in connection with a County-approved or sponsored event without approval;
4. Employees may not distribute literature of any kind during work times or in any work area at any time, except in connection with a County-sponsored event, without approval;
5. The posting of materials or electronic announcements on employee bulletin boards are permitted with prior approval from departmental management.

